

Town of New Boston Fire Department Assistant Administrator Job Description

POSITION DESCRIPTION

Fire Department Assistant Administrator

Position Title:Asst. Fire Department Administrator

Division:Fire Department

Supervised by:Fire Department Administrator

Supervises:Limited - Daytime Personnel

Status:Exempt

Hours:16 hours/week (based on 2-8 hour work days)

Salary:Starting rate \$21.64 with consideration based on experience and capabilities

GENERAL PURPOSE

Performs a variety of administrative and support work related to the fire department.

SUPERVISION RECEIVED

Works under the general supervision of the Administrator

SUPERVISION EXERCISED

Limited amount of supervision of daytime personnel

ESSENTIAL DUTIES AND RESPONSIBILITIES

General Administration

- Management of Annual payroll documents
- NFIRS Reporting Management
- Billing Company Interface
- Orange Book Updates
- Update School Evacuation Program
- Phone List (including assigning state number)
- Time Sheets
- Base Access Form
- FD Database Management – (Fire House, IAR)
- New Member Processing (paperwork, uniforms, gear, ID badge pictures etc.)
- Special Projects as assigned

EMS

- Maintain State EMS Records – Provider additions, deletions, cards, required education
- Process incident report packages assembly (time sheet, run sheet, dispatch report)
- Temsis report Management – scanning face sheets, signatures for billing
- Billing company interface – follow up on missing information to ensure timely processing of bills

Fire Inspector Support

- E911 Management
- Orange Book Integrity
- FI Reports/Admin as needed

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Position Description – cont.

Fire Department Asst. Administrator

Grant Management

- Participate in grant development
- Track and report grant progress
- Perform financial tracking of grant expenditures
- Maintains positive working relationship with other agencies in performance of assigned duties.
- Maintains positive working relationship with district members and the public.

PERIPHERAL DUTIES

- Assists in other district administrative activities, as assigned.
- Assists in training new employees, as assigned.
- Assists in developing plans for special assignments, i.e., emergency preparedness, training programs, emergency aid activities, and NBFD map books.
- Assists with the Fire Cadet Administration
- Performs other duties (such as Public Information, Public Education, etc.), as assigned.
- **Respond to emergency calls while on duty**

MINIMUM QUALIFICATIONS

Education and Experience:

- Associate Degree in business administration, Public Administration, or a closely related field plus three (3) years' experience in a fire department environment **OR**, proven experience (5) years in a business environment in which primary responsibilities related directly to business management.

Necessary Knowledge, Skills and Abilities:

- *Extensive knowledge of:*
 - Business Administration
 - Computer use, applications,
 - Office management and organization
 - Solid Interpersonal skills
 - Fire Department administration and operations
- *Advanced working knowledge of:*
 - Skill in the operation of the tools and equipment listed.
- *Ability to:*
 - Follow verbal and written instructions.
 - Communicate effectively, both orally and in writing.
 - Set priorities and follow projects through to completion.
 - Work effectively with other district members, supervisors, and the public.
 - Ability to perform basic and advanced operations within Microsoft Office software including: word processing, spreadsheet development and analysis, email, calendar, contact lists, database forms, database queries, database reports, and publication development and printing.
 - Ability to analyze office management problems and work methods and recommend or develop changes.
 - Ability to develop, present, understand and interpret charts, graphs, and tables.
 - Ability to write clear, concise, narrative reports.

Other Requirements

- Must be able to pass the NBFD Department physical
- Must be able to obtain a successful background and drivers history check
- Must provide a personal credit report

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Position Description – cont.

Fire Department Asst. Administrator

SPECIAL REQUIREMENTS

- Must be able to speak, read, and write the English language.
- Must be currently certified as a NH licensed EMT and Pro Board certified firefighter
- Must possess CDL-B driver's license w/tank endorsement or acquire it within 1 year of employment

SELECTION GUIDELINES

May include any or all of the following: Formal application; review of education and experience; written and/or assessment center examination; oral board; complete background/driver's license verification and check; hiring list; offer of employment; post-offer physical examination, including drug screen.

TOOLS AND EQUIPMENT USED

Vehicle, radio, pager, personal computer, calculator, phone, first aid equipment, hazardous materials detection equipment, EMS/patient care equipment and fire service related tools and equipment

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a member to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, such as found in a normal business office setting with computers.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. NBFD maintains a drug, alcohol, and tobacco-free environment.